



Data Clerk, Counseling High School

Reports to:	Principals	Structure/Grade:	Unified 111
Division:	Equity and Student Empowerment	Workdays:	Predominantly 199 Days (246 day schedule may be available)

Position Summary

Perform routine tasks to assist with managing and verifying student academic data to support graduation rates and maintain accurate records. Perform duties under direct supervision as an entry-level individual contributor.

Essential Job Duties

- Compile, sort, and verify the accuracy of student transcript data before entry, and maintain and update graduation cohort data to ensure completeness and accuracy of student records.
- Develop and maintain an effective management system to support counseling offices, including structures for tracking student scholarship databases.
- Communicate with students, staff, counselors, and external organizations to gather information and resolve questions or inconsistencies in student data as needed.
- Create and manage reports, spreadsheets, and databases for tracking student data, and run regular updates on reports such as the Cohort report.
- Maintain confidentiality of student instructional reports and sensitive information.
- Carry out clerical tasks, including maintaining records and handling correspondence.
- Provide front desk support by answering telephone inquiries promptly.
- Assist by providing general administrative support when required.
- Perform additional duties as assigned.

Qualifications

- High school diploma with 0 - 3 years of related experience, or Associate degree with less than 1 year of related experience, or equivalent combination of education and experience level.

Knowledge, Skills, and Abilities

- Effective oral, written, and interpersonal communication skills
- Good computer skills, including the ability to use all relevant software
- Ability to complete tasks that are typically basic in scope, on behalf of other professionals
- Ability to resolve problems within defined parameters
- Ability to follow clearly established processes
- Strong attention to detail with the ability to maintain a high level of accuracy
- Skill in taking and transcribing dictation and a range of documents that may include statements and minutes
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to deliver work according to specific operational targets
- Ability to maintain confidentiality
- Ability to type at a minimum speed of 30 words per minute



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Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

Supervisory Responsibility

- None

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____